

**SUBJECT: Fair Housing Requirements  
Policy Bulletin #22**

**EFFECTIVE DATE: November 1, 2002**

OCD is reinforcing its commitment to overcoming impediments to Fair Housing. MSHDA's on-site monitoring checklist has been revised to reflect requirements of all OCD grantees.

**This policy bulletin addresses:**

- C Minimum fair housing measures all grantees were required to implement effective June 1, 2000.
- C Requirements for annually reaffirming Fair Housing.

**Effective June 1, 2000 All Grantees Are Required to Implement Fair Housing Measures.**

**All Office of Community Development grantees** are expected to meet the following Fair Housing measures effective June 1, 2000:

- C **Appoint a local fair housing contact person** who is available during normal business hours to respond to fair housing issues raised by CD funded project/program: recipients, prospective recipients, and/or contractors. That person should read and have an understanding of **Fair Housing Laws (Attachment A)**;
- C Be **accessible to handicapped individuals** and **make reasonable accommodations**, as necessary;
- C Establish and **implement a complaint referral system** to the Michigan Department of Civil Rights (MDCR), HUD, or local Fair Housing Center. Send a copy of any complaint made by a CD funded project/program recipient, prospective recipient, or contractor to your Community Development (CD) Specialist.
- C **Initiate a** local system of record keeping/**log** on fair housing issues **and a listing of Fair Housing Resources (Attachment B)**. This should be a running log which reflects fair housing information such as the date, the type of issue, who raised the concern, and how it was resolved, or the outcome. *(The log should not be limited to complaints; see Attachment B)*;
- C Develop and **distribute fair housing information** and materials provided by MSHDA ("Fair Housing, It's Your Right" and Fair Housing posters) to area agencies, organizations, or public events (e.g.; schools, human service agencies, local units of government, etc.). "Fair Housing, It's Your Right" and HUD Fair Housing posters can be ordered on line through HUD by logging in to [www.hud.gov](http://www.hud.gov) or by calling 1-800-767-7468 and MSHDA/HUD Fair Housing posters (MSHDA 37 and MSHDA 37S) are available through your CD Specialist. Both the HUD and the MSHDA/HUD Fair Housing posters are available in English and Spanish. Grantees may elect to post in an area visible to the public the MSHDA Fair Housing posters in English and Spanish or the HUD Fair Housing posters in English and Spanish.

- C All advertising should include the **Fair Housing Logo**.

### **OCD Grantees Will Be Expected to Annually Reaffirm Fair Housing Policy**

**On an annual basis**, OCD grantees are expected to reaffirm their Fair Housing Policy by:

- C Assuring that the designated Fair Housing contact person is available and informed of Fair Housing laws;
- C Maintain and update a community profile of your service area, Fair Housing Log, Fair Housing Resource listing, and referral system; and
- C Market your program to include minority and women applicants.

As part of a local government's CDBG housing award, grantees may apply to receive assistance for fair housing activities, which exceed the minimum state fair housing requirements. Should you have any questions regarding your Fair Housing responsibility, please contact your CD Specialist or CD staff at (517) 373-1974.

Attachments